

ATHERSTONE TOWN COUNCIL

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DOCUMENT	MINUTES OF THE TOWN COUNCIL MEETING
VENUE	Town Council Chamber, North Street.
DATE AND TIME	Wednesday 16th August 2017 7.00pm
IN ATTENDANCE	Town Councillors: Jarvis, L John, Barker, Barnard, Wright, L Dirveiks, Singh Borough & County Cllrs: N Dirveiks Public: M Wrigley, S Mullick, K Clark, PCSO's 6278 Hughes, 6262 Fretter
APOLOGIES	Councillors: Bishop, M Davis, G Davis, Freer, J John, Clarke, Gurney Borough Councillor D Clews County and Borough Councillor
CHAIRMAN	Cllr Clews
CLERK	Mrs Odette Ghent

Item		Actions	Notes
1.	APOLOGIES It was resolved to accept the apologies. Proposed Cllr D Wright, seconded Cllr J Barker		
2.	DECLARATIONS OF INTEREST AND DISPENSATIONS FOR DECLARATIONS OF PECUNIARY INTERESTS. DECLARATIONS OF GIFTS AND HOSPITALITY. It was agreed that these would be taken as and when, Cllr Clews declared an interest in cheque no 108045		
3.	PUBLIC SESSION (maximum 30 minutes) Margaret Wrigley asked where the new post office was to be located, Cllr Jarvis advised it will be in the Frozone shop in the Market Square timeframe around 6 weeks. Cllr Jarvis mentioned there are no TPO's on the trees around the TQEA school, NWBC they say it's the county but Cllr Jarvis confirmed TPO's go on by the NWBC planning not at county level. Cllr N Dirveiks said there are no plans to destroy any trees by the school. Cllr Jarvis will escalate this through the system. Cllr Barker confirmed rumours that the Atherstone Railway Station is closing are not true. The company that ran the line has lost the franchise and a new franchise will be in place. Cllr N Dirveiks confirmed senior planners advise there will be no reduction in service and hopeful and optimistic there will be an increase in the level of service P35 08/17		

4.	<p>REPORTS FROM POLICE, COUNTY AND BOROUGH COUNCILLORS.</p> <p>Police Main issues in the town are drug issues and vehicle crime and the public are encouraged to report anything suspicious. Crime prevention advice is available regarding vehicle crime which seems to be targeting Ford cars in particular the Fiesta and vans with tools. There has been an increase in anti - social behaviour by children during the school holidays. Summer in the Square Saturday 19th August 2017 the organisers have their own security and the Police have not been instructed to patrol the event. Townwatch Radio, the PCSO's commented that not all shops are using their radios resulting in a breakdown in communication and them being unable to for warn shops of incidents in the town. Cllr Singh reported there is an increase in Graffiti, the school PCSO will liaise with the school regarding the graffiti. There is also a problem with parking in Long Street.</p> <p>No report from Borough or County Councillors</p>		
5.	<p>TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING OF 19th July 2017.</p> <p>It was resolved to approve the minutes, proposed Cllr L John seconded Cllr D Wright</p>		
6.	<p>MATTERS ARISING FROM THE MINUTES OF THE TOWN COUNCIL MEETING OF 19th July 2017.</p> <p>P25. It was agreed to add the report form Cllr Freer as an appendix to the minutes.</p> <p>P30. Cllr Jarvis asked the surgery to provide the clerk with weekly 'No Shows' so they can publicise this.</p> <p>P31. Ragwort at the cemetery – Glendale have agreed to remove this FOC.</p>		
7.	<p>INVOICES FOR APPROVAL AND CHEQUES FOR SIGNATURE</p> <p>An updated list was circulated at the meeting. Approval for all new cheques 108026 to 108046 inclusive. Ratification of cheque 108025</p> <p>It was resolved to approve the updated list. Proposed Cllr D Wright seconded by Cllr M Singh</p> <p>Cllr Clews declared an interest in cheque no 108044 and 108045</p> <p>P36 08/17</p>		

<p>8.</p>	<p>CORRESPONDENCE RECEIVED</p> <p>E2. Samantha Clarke asked if the cemetery can stay open until 7:30pm on 23rd September 2017 as she is getting married and her grandad recently passed away and she wants to take his button hole and place it on his grave so he will be part of her special day. Clerk spoke to Billy Greenfield who locks up and he is ok with that, the council had no objection.</p> <p>No other comments</p>		
<p>9.</p>	<p>PLANNING MATTERS</p> <p>Cllr Jarvis declared an interest.</p> <p>a) Planning Lists – 28,29,30,31</p> <p>b) Consultations:-</p> <p>c) Decisions</p> <p>d) Surgery planning Application Ref: Pap/2017/0386</p> <p>Atherstone College Change of use from D1 (non residential institutions) to A2 (financial and professional services) Closing date 23.08.17</p> <p>No objections</p> <p>Application Ref: PAP/2017/0398 Proposed Works to Trees in a Conservation Area Garden House, 219 Long Street, Atherstone, CV9 1AH Closing date 09.08.17 extension requested to 17.08.17</p> <p>No objections</p> <p>Application Ref: PAP/2017/0401 St Marys House, Friars Gate, Atherstone, CV9 1EY Works to trees in Conservation Area Closing date 09.08.17 extension requested to 17.08.17</p> <p>No objections</p> <p>Application Ref: PAP/2017/0409 61, Royal Meadow Drive, Atherstone, CV9 3BW Erection of two storey rear extension Closing date 22.08.17</p> <p>No objection to this application if acceptable to the neighbours P37 08/17</p>		

Application Ref: PAP/2017/0421

Grendon Lodge

Works to trees in Conservation Area to fell conifers

Closing date 23.08.17

No objections

Application Ref: PAP/2017/0428

Tree Preservation Order Application

St Marys Church, Friars Gate, Atherstone, Warwickshire, CV9 1EZ

Closing date 29.08.17

No objections

Application Ref: PAP/2017/0429

Proposed Works to Trees in a Conservation Area

Car Park, Sheepy Road, Atherstone, CV9 1HD

Closing date 29.08.17

No objections

c) Decisions:-

Application Ref: PAP/2017/0314

The Council House, South Street, Atherstone, CV9 1DE

Works to trees in Conservation Area

NO OBJECTION TO WORKS

Application Ref: PAP/2017/0343

Bridge House, 80 Coleshill Road, Atherstone, CV9 2AD

Variation of condition no:8 of planning permission PAP/2010/0172 relating to facing and roofing materials; in respect of partial demolition of existing commercial premises and re-development with 14 dwellings, inc. erection of 7 new dwellings & conversion of retained existing buildings into 7 dwellings

GRANTED

Application Ref: PAP/2017/0376

35 Church Walk

Two Storey side extension

GRANTED

Application Ref: PAP/2016/0661

36 Greendale Close, Atherstone, CV91PR

Erection of two bed dwelling

GRANTED

P38/08/17

	<p>Application Ref: PAP/2017/0274 Listed Building Consent Application St Giles Hospice, 111 Long Street, Atherstone, CV9 1AB Listed Building Consent for advertisement consent LISTED BUILDING CONSENT GRANTED</p> <p>Application Ref: PAP/2017/0275 St Giles Hospice, 111 Long Street, Atherstone, Replacement of existing fascia signage and plinth sign ADVERTISEMENT CONSENT</p> <p>Application Ref: PAP/2017/0283 101 Witherley Road, Atherstone, Warwickshire, Rear Attic Extension GRANTED</p> <p>Application Ref: PAP/2017/0320 ADDITIONAL Phoenix Yard Work to trees in a conservation area. WITHDRAWN VALID APPLICATION</p> <p>Application Ref: PAP/2017/0109 Notification of amended plans Dolphin Fish Bar, Long Street, Atherstone, CV9 1AU Extension to rear side for restaurant. Replacement windows on first & second floor, replacement glazing to the shop front and repainting of the frames on the shop front GRANTED</p> <p>d) Surgery Planning</p> <p>S Mullick and K Clark attended the meeting to discuss for information purposes their preferred plans for the surgery. The council supported their ideas subject to the normal planning process. Clerk to speak to solicitors re the covenant on the land and report back to the surgery.</p>		
10.	<p>REPORTS</p> <ul style="list-style-type: none"> • Financial reports for August had been circulated. <p>It was resolved to approve the reports. Proposed Cllr Wright Seconded Cllr Barnard</p> <p>P39 08/17</p>		

	<ul style="list-style-type: none"> Clerk’s Report <p>The clerk brought to the attention of the council that the clerks were working in excess of their contracted hours of 26 per week for the clerk and 24 per week for the deputy clerk. The deputy clerk has over 60 hours accrued and the clerk 15. Some jobs within the office are falling behind in particular issuing of deeds. Cllr Jarvis proposed the council pay the clerk and extra 8 hours between them for the next 8 weeks purely for the purpose of getting the deeds as up to date as possible. There was a named vote, in favour Cllrs Singh, Jarvis, Dirveiks, Barker, against Cllrs Wright, L John, Barnard. The vote stood.</p> <p>Clerk agreed for the next meeting to report how many hours anticipated to get the workload up to date.</p> <p>Clerk to look into more efficient ways of issuing deeds as still using the handwritten deed books.</p> <p>SLCC National conference 18-19th October – Hinckley It was agreed to allow both clerks to attend this and close the office for 2 days. Proposed Cllr Jarvis, seconded Cllr Barker</p> <p>The iPads for the councillors have arrived and new email addresses and software will be installed within the next week, any councillors requiring training it will be provided by the clerk.</p> <p>Clerk unable to contact Matt Field the provider of the IT equipment in the office. A new IT support provider has been found who came out and looked at the office equipment and recommended as a priority a new router was purchased. This was agreed proposed Cllr Singh seconded Cllr Wright</p> <p>Town Councillor’s Reports</p> <p>Cllr Barnard reported she has attended 2 successful events, one at St Giles Hospice and the other opening a shop in the town.</p>										
<p>11.</p>	<p>CEMETERY MATTERS</p> <p>b) Recent Burials in Atherstone Cemetery</p> <table data-bbox="209 1794 1185 1939"> <tr> <td>Ursula Mary Cope</td> <td>E19 re open for ashes</td> </tr> <tr> <td>Roger Bonner</td> <td>B80 pre select grave open triple depth</td> </tr> <tr> <td>Harry Arnold</td> <td>B266 New triple grave</td> </tr> <tr> <td>Joyce Lewis</td> <td>A480 Open for ashes</td> </tr> </table> <p>P40 08/17</p>	Ursula Mary Cope	E19 re open for ashes	Roger Bonner	B80 pre select grave open triple depth	Harry Arnold	B266 New triple grave	Joyce Lewis	A480 Open for ashes		
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	<p>a) MEMORIAL APPLICATION</p> <p>Ashes scattering area update</p> <p>Shelter – Base and shelter in place need to finish interior, the benches will be fitted shortly. The clerk visited Sutton Coldfield Crematorium and spoke to the office manager about the ashes scattering process and attended a scattering of ashes and was shown the transfer of ashes process. They use an ashes transfer cabinet which extracts any dust from the ashes. The manager said she did not recommend ashes were transferred to the ashes scatter equipment outside for both ethical and health and safety issues. She recommended the ashes were brought to the council in order for the process to be carried out safely. Cllr Jarvis proposed the clerk get quotes for the required equipment and PPE this was seconded Cllr Barker</p> <p>Pest Control</p> <p>Prokill previously quoted can provide rabbit control @ £165 per quarter It was resolved to arrange this to be done proposed Cllr Jarvis seconded Cllr Barker</p> <p>Ragwort</p> <p>Spoke to Glendale they will clear the Ragwort FOC (ref Paul & Barry)</p>		
12.	<p>CHRISTMAS LIGHTS</p> <p>Clerk still investigating if the power supply source to check it's still working this is being dealt with by Mike Fennell.</p> <p>Turnocks 3 year contract to install the Christmas lights has ended it was agreed to vote to suspend the Financial Regulations to allow current contract to continue for another year and to asks for new quotes early 2018. Proposed Cllr Wright Seconded Cllr Jarvis</p>		
13.	<p>NEIGHBOURHOOD PLAN</p> <p>The Clerks recently had a meeting with Mancetter Parish Council and now have a clearer picture of what's involved. It requires a lot of commitment from both the council and the community. As there was not a full council it was agreed to carry this item forward to the next meeting and discuss it in more detail and to prioritise the workload of the clerks.</p> <p>P41 08/17</p>		

	Proposed Cllr Wright Seconded Cllr Barker.		
14.	<p>ARCADE SHOPS</p> <p>There is a problem with the arcade toilet lock, clerk to sort out with handyman.</p> <p>The arcade roof is leaking when there is heavy rain, clerk has contacted the contractor who did the roof who is sending someone to look at it.</p> <p>NWBC require a report on the arcade demonstrating ongoing commitment to community use, clerk to prepare this for approval at next meeting</p>		
15.	<p>MARKET SQUARE</p> <p>Electrics upgrade</p> <p>At the last meeting Mark Jordan asked about moving and or upgrading the main distribution box power supply to the market square. The clerk to contact Chris Jones at NWBC and find out who would be responsible for carrying out this work either an electrical contractor or Western Power. Clerk to approach Leader Funding to find out if a grant for this is available.</p> <p>Darin Day Music</p> <p>An application to use the market square for various music events has been submitted there were no objections in principle subject to the normal application requirements. No specific dates have been requested yet.</p> <p>Friends of the Square, Carol Evans</p> <p>Carol Evans has requested that her grant application for the beer festival be reconsidered. The surplus showing in her last accounts was to buy beer up front. The council have agreed to supply the canopy and pop up stalls she requires FOC and make up the surplus of her grant request for entertainment. This is on the condition her donations from the event are only to the First Responders. Proposed Cllr Wright seconded Cllr Jarvis</p>		
16.	<p>Play areas</p> <p>Nothing to report</p>		
17. 18	<p>ALLOTMENTS</p> <p>The allotment judging day was on 1st Aug 2017 the judges were Cllrs Clews, Freer, This item to be carried forward to next meeting as Cllr Clews and Freer need to agree the winners.</p> <p>P42 08/17</p>		

19.	<p>TQEA School</p> <p>This item was discussed in public session</p>		
20.	<p>Civic Matters</p> <p>Mayor's chain of office Cllr Clews showed the ribbons on the chains needed replacing, Crafty corner have made identical ribbons FOC, these will be fitted and Graham Beale the photographer to take a photo of Cllr Clews at Crafty Corner and promote this via Facebook</p> <p>Dickens 2017 Civic Reception</p> <p>The same format as last year Cllr Clews will advise the clerks of menu and details.</p> <p>Deputy Mayor consort chain of office</p> <p>Cllr Barnard asked if she could have a chain it was agreed to get a price for one proposed Cllr Barker, seconded Cllr Jarvis</p>		
	<p>It was resolved that, under Section 100A of the local Government Act 1972, in view of the confidential nature of the business about to be transacted (Details of the terms of contracts for the acquisition or disposal of property, or for the supply of goods or services, employment matters, and action to be taken or to be taken in connection with the prevention, prosecution or investigation of a crime) it is advisable in the public interest, as if members of the public were present during the consideration of such business, there would be disclosure to them of exempt information under paragraphs 1 and 11 of Part 1 of Schedule 12A of the said Act, that the public be temporarily excluded and they are instructed to withdraw.</p> <p>Proposed Cllr Clews, seconded Cllr Singh</p>		
19.	<p>CCTV MATTERS</p> <p>Some of the councillors visited 21st Century PLC in Shrewsbury who have a similar size system as Atherstone. The system they had was better than the council's current one.</p> <p>MES Systems Ltd presented one of their cameras at a meeting later that day, Clerk to chase their quotation</p>		
20.	<p>QUOTATIONS RECEIVED</p> <p>Painting outside of arcade Three quotations received for the painting of the outside of the Arcade, the chosen contractor was Roger Brittle Building</p> <p>P43 08/17</p>		

	<p>Maintenance and Decorators. Clerk to check the colour scheme for the doors with NWBC Proposed Cllr Singh seconded Cllr Barnard</p> <p>Digger Mats</p> <p>The grave digger needs digger mats as the digger is churning up the ground when machine digging graves. It was agreed for the purchase of 2 mats from Grassform but to only order one for now and if a second needed to then order that proposed Cllr Jarvis seconded Cllr Barker</p>		
21.	<p>Employment matters</p> <p>Nothing to report</p>		
	<p>The meeting closed at 9.10pm the Next meeting 20th Sept 2017</p>		

Signed Chairman of Atherstone Town Council